

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
Council Chambers - City Hall
Regular Meeting June 2, 2003 - 7:30 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson Jackie Harrison at 7:33 p.m. The following members answered roll call: Pam Anderson, Tom Flaherty and Robert Harms. Staff members present: Director of Libraries Victoria Johnson and Recording Secretary Sandra Barajas. Tom Flaherty moved to excuse William Soby's absence; seconded by Pam Anderson; motion carried unanimously.

2. AGENDA APPROVAL:

Pam Anderson moved to approve the agenda as presented; seconded by Robert Harms; motion carried unanimously.

3. APPROVAL OF MINUTES OF 05/05/03 MEETING:

Jackie Harrison requested that "URL" be added after CALTAC and add "for easy access" to the end of the last sentence under the Chairperson's Report. Tom Flaherty moved to approve the minutes as amended; seconded by Pam Anderson; motion carried unanimously.

4. PUBLIC INPUT: None

5. NEW BUSINESS:

a. Library Policy A-9: Language Facility List:

Director Johnson reviewed with the board Library Policy A-9: Language Facility List. The library policy has been renamed Language Assistance List. Discussion ensued regarding process of bilingual testing, clarification on who determines what language is needed and how much staff time is used for translation. After brief discussion, Tom Flaherty moved to approve the policy as presented; seconded by Pam Anderson; motion carried unanimously.

b. Library Policies: A-51: Current Awareness Services; CI-10: Bookmobile Lift Procedures; S-3: Sonitrol - Patent Information Clearinghouse; S-5: Fire Emergency Evacuation - SUNPIC:

Director Johnson informed the Board of Library Trustees that the above policies will be deleted from the Library Policy Manual since they are no longer relevant to library operations. Robert Harms moved to delete the four policies from the Library Policy Manual; seconded by Tom Flaherty; motion carried unanimously.

c. RTC: #03-187 Sunnyvale Center for Innovation, Invention and Ideas FY 2002/2003 Anticipated Operating Results - Information Only:

Director Johnson provided an overview and update of the Sc[j]3 budget. Staff is anticipating an expenditure overage for FY 2002/03 due to a \$30,000 annual subscription fee that is paid to the United States Patent and Trademark Office. The Report to Council will be presented to City Council as an information only item on June 17, 2003. Robert Harms moved to recommend

RTC: #03-187 to City Council; seconded by Pam Anderson; motion carried unanimously.

6. WORK STUDY PROGRAM:

a. RTC: Authorization to Spend State Public Library Fund Grant Moneys and Budget Modification #46:

Director Johnson presented an overview of the state-funded grant for public libraries. The grant funds for the Sunnyvale Public Library will be \$119,551 which is more than \$100,000 lower than last fiscal year due to the state fiscal situation. Discussion ensued regarding expenditure of funds. After discussion, Pam Anderson moved to recommend Alternative #1 which approves the expenditure of funds as presented and approves Budget Modification #46 in the amount of \$119,551; seconded by Thomas Flaherty; motion carried unanimously.

b. Budget Review

Director Victoria Johnson reviewed the City Manager's Recommended Resource Allocation Plan for FY 2003/2004 with Boardmembers. Discussion ensued regarding the City Manager's Letter of Transmittal, Sc[i]3 partnership with the Patent and Trademark Office, Fines and Fees and operating budget. Pam Anderson moved to recommend to City Council the approval of the library's budget as proposed and to have Chairperson Jackie Harrison share the boards action on the budget at the June 3, 2003 City Council meeting. The motion also directed the Chairperson to request that Council monitor the use of the library and consider increasing resources and staff if use continues to increase as it has for the past two years. The motion was seconded by Tom Flaherty; motion carried unanimously.

7. OLD BUSINESS: None

8. SAB (System Advisory Board) REPORT: Director Johnson noted that there is small funding left for SAB, however, not enough to warrant each of the five cities appointing representatives. SAB will continue with the Annual Legislative Issues Breakfast and the Director will be responsible for reporting on Silicon Valley Library System (SVLS) activities.

9. CHAIRPERSON'S REPORT:

Chairperson Harrison suggested that boardmembers consider the possibility of selecting a member to serve as a legislative representative.

The California Association of Library Trustees and Commissioners (CALTAC) is accepting nominations for the "People Who Are Deserving" award. Nominations are being accepted in the following categories: *Librarians; Newspaper, Radio Stations, or Television Channel; Business, Community Organization, or Individual; Elected Local, State, or Federal Official; or Trustee, Commissioner, or System Advisory Board Member.* Submission deadline for nominations is Tuesday, September 16, 2003.

Chairperson Harrison thanked library staff for hosting the Ice Cream Social honoring Sunnyvale Library Volunteers.

Chairperson Harrison thanked Boardmembers and library staff for their help and cooperation during her term as Chair.

10. DIRECTOR'S REPORT:

Director Johnson noted the following:

- Director Johnson presented Jackie Harrison with a library gold card, a certificate of recognition for four years of service to the Library Board and thanked Jackie Harrison for her help and contribution during her term as Chair.
- Mayor Miller will be attending the July 7, 2003 meeting of the Board of Library Trustees.
- The Friends of the Library Booksale in April raised \$6,000. The next sale is scheduled for Saturday, June 28 at the Raynor Center.
- The new San Jose joint University/Public Library is scheduled to open on August 15 and 16. The new Santa Clara City Library will open in mid-March, 2004. While budgets for local libraries have not been finalized, it is currently planned that Cupertino will be reducing library hours from six to four hours on Sundays and opening at noon on Monday and Tuesday. Santa Clara City Library will eliminate its Bookmobile service and reduce hours from 70 to 64 when they are in their new building. San Jose Library branch hours will be reduced with five branches open six days per week and the rest open five days per week. Los Gatos Public Library materials budget will be cut by 50%. Mountain View Public Library will eliminate its Bookmobile.
- On Tuesday, May 20, Administrative Librarian Susan Denniston attended the City Council Budget workshop due to my attendance of OCLC in Dublin Ohio. There were no questions about the library budget. Council will be hearing public input about the proposed FY 2003-2004 budget during their June 3, 2003 meeting.
- An ice cream social was held on Thursday, May 29th to honor volunteers. Activities included a cake walk and 14 volunteers went home with dessert. Thank you to boardmembers Jackie Harrison, Robert Harms and Pam Anderson for attending the event.
- Several of the current performance outcome measures for the Sc[i]3 program are no longer relevant due to the streamlined configuration of Sc[i]3. Handouts of existing measures and the proposed new measures was distributed.
- The library is currently exploring print management/payment systems for the public internet computers. It is likely that we will begin charging these fees early in the next fiscal year.
- Library staff worked with the consultant to prepare a Request for Clarification. Staff is reviewing responses from two vendors and five year costs will be evaluated as progress is made in obtaining a new system.
- Program flyers and announcements were distributed.

11. BOARD INPUT:

Robert Harms shared with board and staff that Office Depot is offering a free ream of paper to customers who recycle their used toner cartridges. The Oakland Public Library has posted a "wish" list on Amazon requesting that patrons donate books to the library.

Pam Anderson thanked Jackie Harrison for her help and contribution during her term as Chair.

12. STAFF INPUT: None.

13. AGENDA BUILDING: As requested by Robert Harms, agenda item, "USA Patriot Act" and as requested by Jackie Harrison, agenda item, "Legislative Representative" will be added as new business to the July 7th board agenda.

15. NEXT MEETING: 7/7/03, Council Chambers - City Hall 7:30 p.m.

16. ADJOURNMENT: There being no further business, Robert Harms moved that the meeting be adjourned at 9:31 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries